



# Army DACM Office Program Application Helpful Hints



- [AAPDS](#) houses our Army DACM Office applications
  - User specific – tells you if you are eligible or not

- Typical Required Documents:

- ACRB
- Resume
- SRPE
- Command Endorsement
- Statement of Interest
- Preference Statement (PM and PD Boards)

Event Title and Program Info	Opening Date	Closing Date	Final Review Date	Apply
NCO Degree Completion Program-Spring 2017 <a href="#">NCO Degree Completion Program (DCP)</a>	Jun 27, 2016	Sep 12, 2016	Sep 27, 2016	You do not qualify for this event because you do not meet the following requirements: COMPO
NCO Degree Completion Program-Fall 2017 <a href="#">NCO Degree Completion Program (DCP)</a>	Jun 27, 2016	May 01, 2017	May 16, 2017	You do not qualify for this event because you do not meet the following requirements: COMPO
Competitive Development Group/Army Acquisition Fellows YG16 <a href="#">CDG/AMF YG 16 Announcement</a>	Jun 28, 2016	Sep 28, 2016	Oct 13, 2016	Not Qualified: Your pay grade must be GS-12 or GS-13. <a href="#">Click here for more information</a>
NCO Advanced Civil Schooling (ACS)-FY 17 <a href="#">NCO Advanced Civil Schooling (ACS)</a>	Jul 06, 2016	Apr 10, 2017	Apr 25, 2017	You do not qualify for this event because you do not meet the following requirements: COMPO
FY18 LTC/SS14 CSL Product Manager or Acq Director Key Billet <a href="#">Army DACM Office CSL Page</a>	Aug 01, 2016	Oct 07, 2016	Nov 28, 2016	<a href="#">Apply</a>
2016 Chief Developmental Tester KLP Joint Qualification Bd <a href="#">Army KLP Website</a>	Aug 01, 2016	Sep 29, 2016	Dec 06, 2016	<a href="#">Apply</a>
FY18 COL/SS15 CSL Project Manager or Acq Director Key Billet <a href="#">Army DACM Office CSL Page</a>	Aug 15, 2016	Oct 21, 2016	Dec 12, 2016	<a href="#">Apply</a>
UT ADMBA Program <a href="#">UT ADMBA Program Announcement</a>	Aug 26, 2016	Sep 23, 2016	Oct 13, 2016	Event Closed
FY17 Product Director Board <a href="#">FY17 Product Director Board Info</a>	Sep 19, 2016	Nov 10, 2016	Nov 30, 2016	<a href="#">Apply</a>
2016 Student Loan Repayment <a href="#">USASAC Army DACM Office SLRP Website</a>	Oct 03, 2016	Oct 31, 2016	Nov 30, 2016	Event Opening Soon
2017-2018 DAU-Senior Service College Fellowship Program <a href="#">USASAC DAU-SSCF Program Info</a>	Jan 23, 2017	Mar 23, 2017	Apr 18, 2017	Event Opening Soon
NPS-MSPH Education Opportunity <a href="#">NPS-MSPH Education Opportunity Announcement</a>	Feb 22, 2017	Apr 11, 2017	May 16, 2017	Event Opening Soon
NPS-MISE Education Opportunity				

- Prepare early - do NOT wait until the last 2-3 days to apply
- Seek a coworker's second eyes on your application package before submitting





# Resume Highlights



- Keep it succinct; bullets are recommended
- Don't make the board members hunt for info – let it stand out
- Highlight the scope of your responsibility
  - List any leadership roles
  - Focus on cost, schedule and performance, where applicable
- Include supervisor's name for current position
- Submit as a .pdf, not a .doc
- Use the template we developed:

<http://asc.army.mil/web/career-development/programs/best-practices/>





# SRPE Highlights



- Most important document in your package – only opportunity for the Board to assess your potential
- All completed SRPEs will be displayed in your board file
- SR comments need to be quantified (John is my #3 GS-14 I Senior Rate) and qualified (select now for SSC, select now for CDG)
- Ensure an annual SRPE is completed every FY (1 Oct – 30 Sept). Out of cycles are discouraged
- Consistent Exceptional Potential SRPEs from multiple SRs carry a LOT of weight; High Potential SRPEs that are quantified are good

Potential Mass Range
<input checked="" type="checkbox"/> EXCEPTIONAL POTENTIAL
<input type="checkbox"/> HIGH POTENTIAL
<input type="checkbox"/> POTENTIAL
<input type="checkbox"/> MINIMAL POTENTIAL
POTENTIAL COMPARED WITH AAW CIVILIANS SENIOR RATED IN THIS GRADE/PAYBAND



# Command Endorsement Highlights



- If this document is required, it should not be a cookie cutter memo
- Each command endorsement should focus on that particular individual and the program to which they are applying
- As with a SRPE, the Command Endorsement should provide a quantifiable rating of the individual in comparison to his/her peers





# Statement of Interest Highlights



- This is your own vision
- Focus on where you want to be and how the program will help you get there
- Ensure proper grammar, punctuation & spelling!
- Highlight experiences or education not already in your resume or on your ACRB!





# Performance Evaluation Highlights



- If this document is required, it should not be a cookie cutter memo
  - Typically only required for Centralized Selection List applications
- Submit the signed versions; ones not signed are not official
- Must include past three completed ones
  - Include contractor or military evals if within past three years
  - If missing a year, justify it in the optional Letter to the Board



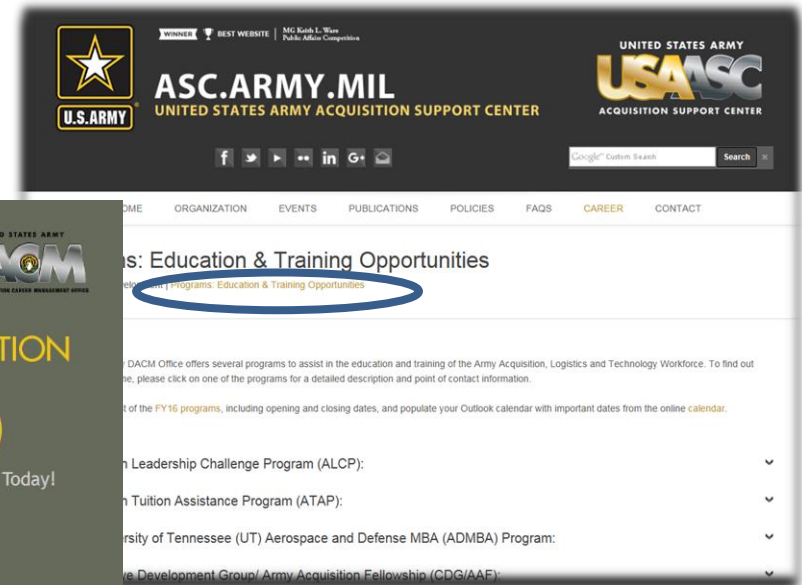
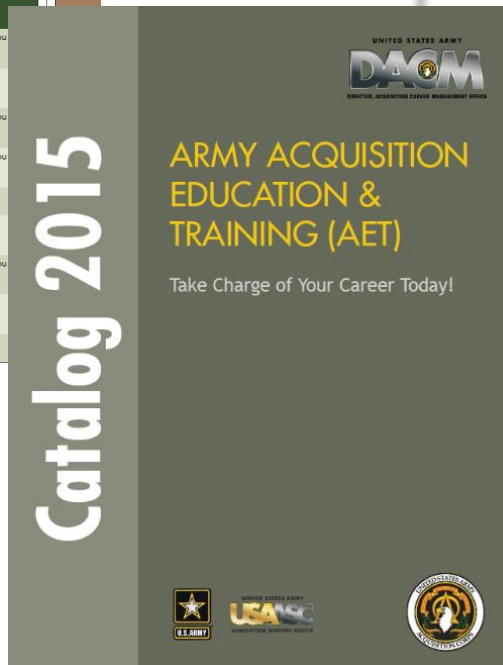
# FY17 DACM Office Opportunities



All announcements listed in [CAPPMIS\\*](#) & [Website](#)

CAPPMIS supporting the acquisition workforce				
HOME ACRB IDP IDP ADMIN SRPE CMS REPORTS AAPDS WFM AAC MS				
Home Apply Supervisor Review Student Module Review Board Module Event Setup Event Review Student Manager Module Resource Manager Module Admin Module Read Only Applications				
Apply - Active Events				
Event Title and Program Info	Opening Date	Closing Date	Final Review Date	Status
NCO Advanced Civil Schooling (ACS)-FY 16 <a href="#">NCO Advanced Civil Schooling (ACS)</a>	Aug 10, 2015	Feb 01, 2016	Feb 09, 2016	You do not qualify for this event because you do not meet the following requirements: COMPO
2016-2017 DAU-Senior Service College Fellowship Program <a href="#">2016-2017 DAU-SSCF</a>	Dec 16, 2015	Mar 23, 2016	Apr 19, 2016	<a href="#">Apply</a>
NCO Degree Completion Program- Fall 2016 <a href="#">NCO Degree Completion Program- Fall 2016</a>	Feb 09, 2016	Apr 01, 2016	Apr 20, 2016	You do not qualify for this event because you do not meet the following requirements: COMPO
NPS-MSE Program (311-171G) <a href="#">NPS-MSE Program Announcement</a>	Feb 22, 2016	Apr 11, 2016	May 09, 2016	You do not qualify for this event because you do not meet the following requirements: Primary Career Field
NPS-MSPM (836-171) Program Announcement <a href="#">NPS-MSPM (836-171) Program Announcement</a>	Feb 22, 2016	Apr 11, 2016	May 09, 2016	<a href="#">Apply</a>
Army Acquisition Tuition Assistance Program Announcement <a href="#">ATAP Announcement</a>	May 09, 2016	Jun 13, 2016	Jul 15, 2016	Event Opening Soon
2017 Defense Civilian Emerging Leader Program (DCELP) <a href="#">USASAC Army DACM Office DCELP Website</a>	May 16, 2016	Jun 16, 2016	Oct 03, 2016	You do not qualify for this event because you do not meet the following requirements: Not Qualified: Your pay grade must be GS-12 or GS-13. <a href="#">Click here for more information</a>
CDG/AAF YG 16 <a href="#">CDG/AAF YG 16 Announcement</a>	Jun 28, 2016	Aug 31, 2016	Oct 04, 2016	
UT ADMBA Program <a href="#">UT ADMBA Program Announcement</a>	Aug 15, 2016	Sep 19, 2016	Sep 30, 2016	Event Opening Soon

\*ALCP will be announced outside of AAPDS



For additional information: <http://asc.army.mil/web/career-development/programs/>





CAREER ACQUISITION MANAGEMENT PORTAL

ASK AN ACM

FAQ

We will contact you using information from your user account (below) unless otherwise specified:  
Email Address: SCOTT.M.GREENE14.CIV@MAIL.MIL  
Phone: 7038051229

+

Validate Contact Information

☐ Valid Contact Information

☐ Update Contact Information (email and phone)

☐ TDY/One Time Use

+

Problem Area

Please Choose One:

+

Problem Description (Max 500 characters)

**B** **I** **U** **ABC** |

0 characters, including hidden HTML formatting

+

Notify Supervisor

☐ Yes ☐ No

Upload Attachment (DOC, DOCX, PDF, and TXT)

Browse...

Max upload size allowed: 0MB

+

Designates Required Field

Submit Help Request

Cancel

# Workforce Management Inquiry (WMI) System

- For assistance with the ACRB, certifications, corps membership, waivers and any other career development concerns, please login to [CAPPMIS](#) and generate a Help Request in the WMI System or call the Help Desk at 575-678-2247/DSN 258-2247